

Public Participation for the FTIP: How to Streamline PPP

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Best Practices for the streamlining the FTIP Public Participation process

- Define purpose and objectives for public involvement prior to initiating public dialogue.
- Consultation and coordination with other agencies
 - o E.g., EPA, FTA, FHWA, Native American Indian tribal governments, California Air Resources Board (ARB), California Department of Transportation (Caltrans), congestion management agencies, air districts, transit operators, regional transportation planning agencies (RTPAs), environmental resource agencies, local planning/public works departments.
- Identify stakeholders, target audience and traditionally underserved residents.
- Hold optional public hearings (the appropriate process for public hearings, public review and comment periods).
 - o Notification of a Public Hearing
 - Who will be notified of hearings?
 - Which newspaper(s) will be used?
 - Who will receive staff reports/how will the public have access to staff reports?
 - What other notification techniques will be used other than newspaper?
 - How long before the hearing date will notices need to be posted?
 - o Public Hearings
 - Date, locations and schedule/alternate location and time for more convenient access?
 - Purpose of each identified hearing?
 - What materials will be made available during the hearings?
 - What other languages or formats will materials be made available?
 - o Public Comment Periods
 - How long the comment period lasts will be based on the type of action being taken; generally 7 days at minimum, 30 days at maximum.
- Consult with advisory committees
- Provide visualization techniques and public access to information
- Distribute final documents
- Respond to public input
- Comply with the Brown Act and the Americans with Disabilities Act
- Inform and involve Native American Indian Tribal Governments
- Meet Requirements of Executive Order 12898 – Environmental Justice and Underserved Communities

Times by Amendment Types

1. Administrative Modification
 - No public review of documents is required; requires manager approval only.
2. Formal Amendment (due to a funding change greater than allowed per state administrative procedures)
 - Public review period minimum is 7 days; requires manager approval only.
3. Formal Amendment of Exempt Projects (or non-capacity increasing project)
 - Public review period is 7 days minimum; requires manager approval only.
4. Formal Amendment requiring a conformity determination (require a conformity determination but rely on a previous Regional Emissions Analysis)
 - Public review period is 7 days minimum; public hearing required; board approval required.
5. Formal Amendment involving Conformity Determinations and New Regional Emissions Analysis
Public review period is 30 days; public hearing required; board approval required.